

YE - A-6 – Accrue Interest Due from Other Funds

Source Document: SCO Journal Entry (SMIF)

Module: General Ledger (GL)

Roles: GL Journal Processor
 GL Journal Approver

Purpose: The **A-6** entry records the interest revenue that is due from other funds. This includes interest income due from inter-fund loans and deposits in the Surplus Money Investment Fund (SMIF).

The Source Document is the Interest Due From SMIF as of June 30 is the SCO Notice of Transfer used by the SCO. The example provided below shows the SMIF Interest earned as of June 30 and transferred from the Surplus Money Investment Fund in July to the department's fund.

The A-6 entry will be posted in the GL module in Period 998 (the adjusting period in FI\$Cal) and reversed in the new year.

MAIL CODE 8860		ROUTE TO AGENCY		STATE CONTROLLER'S OFFICE		DOCUMENT NO	
DEPT OF FINANCE		DIVISION OF ACCOUNTING		SACRAMENTO, CALIFORNIA		SMIFI00464	
REPORT NO: FC-145-10-D		TC-38		NOTICE OF TRANSFER		DATE: 7/14/20XX	
FUND	AGCY	FY	REF/ITEM	FEDERAL CATALOG	CT PG EL COM TSK TYP	SOURCE ACCOUNT NO	
						-----DESCRIPTION-----	
0942119						1140	
0942119						9892	
0942119	8860	2018				Q	000
0942119	8860	2018				R	0250300
SMIF INT 0942119							
TO FUND TRIBAL REVENUES							
0681						9010	
0681	9990	1953	501			C	000
0681	9990	1953	501			D	000
SMIF INT							
0681						1140	
FROM FUND SURPLUS MONEY INVESTMENT FUND							
TOTALS							
REASON FOR ABOVE ACTION							
WM TO DISTRIBUTE THE QUARTERLY AMOUNT OF INTEREST RECEIVED							
AND ACCRUED BY THE SURPLUS MONEY INVESTMENT FUND PER							
GOVERNMENT CODE SECTION 16475 (AMENDED BY CH 100/2003).							
THE QUARTERLY SMIF APPORTIONMENT RATE FOR THE PERIOD							
SMIF INTEREST RATE IS 0.922%							

***Note:** SCO Notice Transfer is usually received in July of the following year. Use 6/30/20XX for your Journal date.

The **GL Journal Processor** will create a new GL Journal to post SMIF Earnings as of June 30.

- 1 – Navigate to *GL>Journals>Journal Entry>Create/Update Journal Entries*
- 2 – Enter your Business Unit in the **Add a New Value** tab
- 3 – Enter 6/30/20XX as the Journal Date
- 4 – Click **Add**

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FI\$Cal

Create/Update Journal Entries

Find an Existing Value **Add a New Value**

2 Business Unit 8860 🔍

Journal ID NEXT

3 Journal Date 6/30/20XX 📅

4 Add

Find an Existing Value | Add a New Value

The **GL Journal Processor** will create the Journal **Header**.

- 1 – In the **Header** tab, enter a Long Description with the SCO Journal No. and Date (example below)
- 2 – Ledger Group will default to **MODACCRL**
- 3 – Source should be **ACC** (Accrual)
- 4 – Click on Adjusting Entry drop down and select **Adjusting Entry**
- 5 – Period should be **998**
- 6 – Click on Commitment Control and select “**Actuals and Recognized.**” Click **OK**

The screenshot shows the 'Header' tab of the GL Journal Processor. The form contains the following fields and values:

- Unit:** 8960
- Journal ID:** NEXT
- Date:** 6/30/20XX
- 1 Long Description:** A6 To accrue SMIFI00464 dated 7/14/20XX (217 characters remaining)
- 2 *Ledger Group:** MODACCRL
- 3 *Source:** ACC
- 4 Adjusting Entry:** Adjusting Entry (selected in dropdown)
- 5 Period:** 998
- ADB Date:** 6/30/20XX
- Commitment Control:** (Field with a red arrow pointing to the modal window)

The **Commitment Control** modal window is open, showing the **Commitment Control Amount Type** list with the following options:


- ☒ Actuals and Recognized
- ☐ Encumbrance
- ☐ Pre-Encumbrance
- ☐ Collected Revenue
- ☐ Actuals, Recognize and Collect
- ☐ Planned

Other options in the modal include:

- ☐ Bypass Budget Checking
- ☐ Override
- Override User ID
- Override Date

Buttons at the bottom of the modal: OK, Cancel, Refresh.

The **GL Journal Processor** will enter the Journal **Lines**.

- 1** – In the **Lines** tab, enter debit line: **Fund, ENY, Due from Other Funds GL Account, Amount, Affiliate^{1/}**, and **Fund Affiliate^{1/}**
- 2** – Click on  to insert line
- 3** – Enter credit line: **Fund, ENY, Revenue Account, Amount, Affiliate**, and **Fund Affiliate**
- 4** – Click **Save**. The system will assign a Journal ID. Note the Journal ID on your source document for reference.

Header

1 Lines

Totals

Errors

Approval

Unit 8860

Journal ID 0000320850

Date 6/30/20XX

Template List

Search Criteria

*Process Edit Journal


Process


Lines


Select	Line	Unit	Ledger	Approp Ref	Fund	ENY	Account	Amount	
1	<input type="checkbox"/>	1	8860	MODACCRL		094200119	20XX	1240000	25,049.09
3	<input type="checkbox"/>	2	8860	MODACCRL		094200119	20XX	4163000	-25,049.09


2 Lines to add


1








4  Save

 Notify

 Refresh

Header | Lines | Totals | Errors | Approval

DR: 1240000-Due from Other Funds GL Account

CR: 416xxxx-Investment Income

Journal Line Description	Affiliate	Fund Affil
Due From Other Funds	0840	0681
Invest Inc-Surplus Money Inves	0840	0681

^{1/}Include values in Affiliate and Fund Affiliate

The **GL Journal Processor** will run the Edit Journal Process.

- 1** – Click the Process drop down and select **Edit Journal**
- 2** – Click **Process**
- 3** – Verify the Journal Status and Budget Status show “V” for Valid

Header | **Lines** | Totals | Errors | Approval

Unit 8860 Journal ID 0000320850 Date 6/30/20XX

Template List Search Criteria

1 *Process

Edit Journal
Budget Check Journal
Copy Journal
Delete Journal
Edit / Pre-Check
Edit Chartfield
Edit Journal
Post Journal
Print Journal
Refresh Journal
Submit Journal

2 Process

Select	Line	Unit	Ledger	Alt Acct	Program	Rptg Structu
<input type="checkbox"/>	1	8860	MODACCRL	0000000000		
<input type="checkbox"/>	2	8860	MODACCRL	0000000000		

Totals						Personalize	Find	View All	First	1 of 1	Last
Unit	Total Line:	Total D	Total Credits	Journal Status	Budget Status						
8860	2	25,0	25,049.09	V	V						

3

The **GL Journal Processor** will submit the Journal.

- 1** – Click the Process drop down and select **Submit Journal**
- 2** – Click **Process**. The GL Journal Approver will receive an automatic notification of the journal
- 3** – Click the **Approval** tab and view the journal workflow. Your journal will show as **Pending**

The screenshot displays the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' next to it. Below the tabs, the 'Unit' is '8860', 'Journal ID' is '0000320850', and 'Date' is '6/30/20XX'. There are links for 'Template List' and 'Search Criteria'. A red '1' points to the '*Process' dropdown menu, which is open, showing a list of options: 'Submit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Post Journal', 'Print Journal', 'Refresh Journal', and 'Submit Journal' (highlighted with a red box). A red '2' points to the 'Process' button, which is highlighted with a red box. Below the dropdown, there is a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'Ap', 'Re', 'Alt Acct', 'Program', and 'Rptg \$'. The table has two rows of data, both with 'Unit' '8860' and 'Ledger' 'MODACCRL'. The 'Alt Acct' column shows '0000000000' for both rows.

- The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

Reversing Entries in the New Year

After the journal is approved and posted in Period 998, the **GL Journal Processor** will copy the journal to create the manual reversal entries in Period 1.

Accrual journal entries must be manually reversed in Period 1 of the new fiscal year.

Note:

- DO NOT use the “automated reversal” option. This method will create budget check errors in the new year.
- Year-End accrual entries in Period 998 and the reversal entries Period 1 should net to zero.

The **GL Journal Processor** will retrieve journal entry for reversal in the New Year.

- 1 – Navigate to *GL>Journals>Journal Entry>Create/Update Journal Entries*
- 2 – Enter the Business Unit and Journal ID in the **Find an Existing Value** tab
- 3 – Click Search and select the Journal ID

1 Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

FI\$Cal


Create/Update Journal Entries
Enter any information you have and click Search. Leave fields blank for a list of all values.

2 **Find an Existing Value** Add a New Value

▼ Search Criteria

2 Business Unit = ▾ 8860
Journal ID begins with ▾ %320850
Journal Date = ▾
Document Sequence Number begins with ▾
Line Business Unit = ▾
Journal Header Status = ▾
Budget Checking Header Status = ▾
Source = ▾
Message Code begins with ▾
Entered By begins with ▾
Attachment Exist = ▾

☐ Case Sensitive

3 Search Clear Basic Search  Save Search Criteria

Search Results
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Se
8860	0000320850	6/30/20XX		(blank)	8860	Posted	Valid	MODACCRL A	

The **GL Journal Processor** will copy the Journal Entry for reversal.

- 1** – From the **Lines** tab, click on the Process drop down and select **Copy Journal**
- 2** – Click **Process** button

The screenshot displays the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines' (selected), 'Totals', 'Errors', and 'Approval'. Below the tabs, the 'Unit' is 8860, 'Journal ID' is 0000320850, and 'Date' is 6/30/20XX. A 'Template List' link is visible. The 'Search Criteria' section is empty. The 'Process' dropdown menu is open, showing options: 'Edit Journal', 'Budget Check Journal', 'Copy Journal' (highlighted in blue), 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Post Journal', 'Print Journal', 'Refresh Journal', and 'Submit Journal'. A red box highlights the 'Process' button. The 'Lines' table has two rows: Line 2 (Unit 8860, Ledger MODACCRL) and Line 1 (Unit 8860, Ledger MODACCRL). The 'Program' column is empty, 'Rptg Structure' is empty, and 'Account' is 416300 for Line 2 and 124000 for Line 1.

Select	Line	Unit	Ledger	Program	Rptg Structure	Account
<input type="checkbox"/>	2	8860	MODACCRL			416300
<input type="checkbox"/>	1	8860	MODACCRL			124000

The **GL Journal Processor** will edit the Journal Entry Copy page.

- 1 – Date: **07/01/20XX** (new year)
- 2 – Check the **Reverse Signs** box
- 3 – Click “**OK**” to create reversal Journal (and new Journal ID). Click the Header page to continue

Journal Entry Copy

Business Unit 8860 Copy From ID 0000320850 Copy From Date 6/30/20XX

Journal ID NEXT

1 Journal Date 7/01/20XX

ADB Date

Currency Effective Date

Ledger

New Ledger

Document Type

2 ☒ Reverse Signs

☐ Recalculate Budget Date

☐ Save Journal Incomplete Status

Reversal Date

☒ Do Not Generate Reversal

☐ Beginning of Next Period

☐ End of Next Period

☐ Next Day

☐ Adjustment Period

☐ On Date Specified By User

Adjustment Period

Reversal Date

ADB Reversal Date

☒ Same As Journal Reversal

☐ On Date Specified By User

ADB Reversal Date

3

The **GL Journal Processor** will update the Header page.

- 1** – In the **Header** tab, note the new **Journal ID** generated for this entry
- 2** – Edit the Long Description and add a department defined purpose to the description
- 3** – Click on the Adjusting Entry drop down and select **Non-Adjusting Entry**
- CAUTION:** If “Adjusting Entry” is posted by mistake, delete the transaction and start over. Attempting to correct it with a Non-Adjusting Entry causes the transaction to post twice: in Period 998 (after the first budget check) and in Period 1 (after the second).
- 4** – Verify Fiscal Year is the **new year**, Source is “**ACC**,” and Period is **1**. **Note:** Transactions entered as ACC in 998, are reversed as ACC. If not, they may cause reconciliation issues and require extra postings.
- 5** – Click **Save**

The screenshot shows the 'Header' tab of the GL Journal Processor. The 'Unit' is 8860. The 'Journal ID' is 0000500687, highlighted with a red box and labeled '1'. The 'Date' is 7/01/20XX. The 'Long Description' is 'Reverse JNL 320850 (A6 To accrue SMIFI00464 dated 7/14/20XX)', highlighted with a red box and labeled '2'. The 'Adjusting Entry' dropdown is set to 'Non-Adjusting Entry', highlighted with a red box and labeled '3'. The 'Fiscal Year' is 20XX, labeled '4'. The 'Period' is 1, labeled '4'. The 'Source' is ACC, labeled '4'. The 'ADB Date' is 7/01/20XX. The 'Save' button is highlighted with a red box and labeled '5'. Other fields include 'Ledger Group' (MODACCRL), 'Ledger' (empty), 'Reference Number' (empty), 'Journal Class' (empty), 'Transaction Code' (GL), 'SJE Type' (empty), 'Currency Defaults' (USD / CRRNT / 1), 'Attachments' (0), and checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', 'Autobalance on 0 Amount Line', and 'CTA'.

The **GL Journal Processor** will run the Edit Journal Process.

- 1** – Click the Process drop down and select **Edit Journal**
- 2** – Click **Process** button
- 3** – Verify the Journal Status and Budget Status show “**V**” for Valid

Header | **Lines** | Totals | Errors | Approval

Unit 8860 Journal ID 0000500687 Date 7/01/20XX

Template List Search Criteria

1 *Process

Edit Journal
Budget Check Journal
Copy Journal
Delete Journal
Edit / Pre-Check
Edit Chartfield
Edit Journal
Post Journal
Print Journal
Refresh Journal
Submit Journal

2 Process

Select	Line	Unit	Ledger	Alt Acct	Program	Rptg Structu
<input type="checkbox"/>	1	8860	MODACCRL	0000000000		
<input type="checkbox"/>	2	8860	MODACCRL	0000000000		

Totals				Personalize Find View All	First	1 of 1	Last
Unit	Total Line:	Total Debits	Total Credits	Journal Status	Budget Status		
8860	2	25,049.09	25,049.09	V	V		

3

The **GL Journal Processor** will submit the Journal for approval.

- 1** – Click the Process drop down and select **Submit Journal**
- 2** – Click **Process**. The GL Journal Approver will receive an automatic notification of the journal
- 3** – Click the **Approval** tab and view the journal workflow. Your journal will show as **Pending**

The screenshot displays the 'GL Journal Processor' interface. At the top, there are tabs: 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The 'Approval' tab is selected and highlighted with a red box, with a red '3' next to it. Below the tabs, the 'Unit' is '8860', 'Journal ID' is '0000500687', and 'Date' is '6/30/20XX'. There are also links for 'Template List' and 'Search Criteria'. A red '1' points to the '*Process' dropdown menu, which is open, showing a list of options: 'Submit Journal', 'Budget Check Journal', 'Copy Journal', 'Delete Journal', 'Edit / Pre-Check', 'Edit Chartfield', 'Edit Journal', 'Post Journal', 'Print Journal', 'Refresh Journal', and 'Submit Journal'. The 'Submit Journal' option at the bottom of the list is highlighted with a red box. To the right of the dropdown, a red '2' points to a yellow 'Process' button, which is also highlighted with a red box. Below the dropdown, there is a table with columns: 'Select', 'Line', 'Unit', 'Ledger', 'Ap Re', 'Alt Acct', 'Program', and 'Rptg \$'. The table has two rows of data, both with 'Unit' '8860' and 'Ledger' 'MODACCRL'. The 'Alt Acct' column shows '0000000000' for both rows.

Select	Line	Unit	Ledger	Ap Re	Alt Acct	Program	Rptg \$
	1	8860	MODACCRL		0000000000		
	2	8860	MODACCRL		0000000000		

- The **GL Journal Approver** will approve the Journal

Follow the steps in Job Aid FI\$Cal .094 – Approving a GL Journal to approve the Journal.

-
- After the reversal of the accrual entry has posted, the **GL Journal Processor** will record the SCO Journal Entry in the new year.

Follow eLearning GL-5 to record SCO Journal Entry (SMIF)

Tips:

- Record **accrual** entries in **Period 998**, source of **ACC**, and entry of **Adjusting Entry**.
- Commitment Control Amount Type should always be “**Actuals and Recognized**” when accruing SMIF.
- Fund and Fund Affiliate should include values when using **124XXXX** accounts.
- Manually record **reversal** entries in **Period 1** of the new fiscal year, source of **ACC**, and entry of **Non-Adjusting Entry**.